



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Senior Park Aide (Seasonal)	549-656-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Bay Area District	Senior Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
San Francisco Bay	Candlestick Point State Recreation Area (SRA)	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Staff Park and Recreation Specialist
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Staff Park &amp; Recreation Specialist and/or Interpretation Team, the Senior Park Aide (Seasonal) works on a temporary or seasonal basis only. The Senior Park Aide in this position will lead recreational programs for the public, including kayaking and fishing, and coordinate volunteer workdays. The Senior Park Aide will provide high quality service in all areas of public contact and work to strengthen our relationships with the community and local organizations. The reporting location is at the Candlestick Point Park Office located at 1150 Carroll Ave in San Francisco. The schedule is flexible, though it must include at least one weekend day (preferably Saturday) and occasional evenings.</p>		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<b>VISITOR OPERATIONS</b> Greet incoming visitors and provide excellent customer service. Understand and communicate park rules, regulations, and policies to visitors. Provide information to the public regarding park facilities. Answer visitor questions in person or over the phone. Address minor visitor complaints and report major visitor complaints to the supervisor. Acknowledge visitor recommendations. Ensure park maps and brochures are well stocked in visitor areas and kiosks. Open, operate, and close park facilities in accordance with established procedures. Sell day-use tickets, annual passes, publications, and other park/program-related items. May drive state owned vehicles to complete tasks. Observe park facilities and report any safety hazards, suspicious activity, and/or crimes via radio to park rangers and upper management to assist in keeping visitors safe. Manage lost and found items. Assist with traffic control and public safety as needed. Immediately contacts a supervisor to correct any problem posing a hazard to visitors or employees.	
<b>20%</b>	<b>LEADERSHIP</b> Lead and support Park Aides by training them in kiosk operations, fee collection, and visitor services. May create work schedules for Park Aides and assist them with timesheet completion. Relieve Park Aides for breaks and lunches. Inspect housekeeping duties performed by Park Aides to ensure work is completed properly. Educate Park Aides and/or Youth Aides on park rules, regulations, and policies as well as customer service to ensure welcoming, consistent and professional public contact work is performed throughout the park.	

20%	<p><b>RECREATION AND INTERPRETIVE PROGRAM SUPPORT</b></p> <p>Lead recreational programs for the public, including fishing, kayaking, and kite flying. Lead Library Rangers programs for local children at local branch locations. Provide high quality service in all areas of public contact, including greeting and orienting park visitors, answering telephone and email inquiries, and soliciting community feedback. Assist with large groups or special events. Input volunteer metrics into required databases. Instruct Park visitors on rules and regulations as necessary. Actively participate in collaborating with Interpretive staff from other Parks and partner organizations. Draft content for inclusion on the Candlestick Point SRA website and in e-newsletters. Design flyers in Canva to promote Candlestick’s interpretive programming. Create interpretive signage for the Park. Create content, post, link, and otherwise manage Candlestick Point’s Facebook, Instagram, and other social media accounts. Document programming with photos and videos, including securing media releases as necessary. Promote Candlestick Point SRA by engaging with the community both formally at job fairs and community events, and informally in the neighborhood and at the park, as required.</p>
15%	<p><b>VOLUNTEER PROGRAMS</b></p> <p>Lead volunteer workdays to help protect plant native species, manage invasive plants, build picnic tables, and keep the park clean. Coordinate with partners, including the California State Parks Foundation and the Parks maintenance team, to make sure volunteer events run smoothly from start to finish. Input volunteer metrics into required databases.</p>
10%	<p><b>HOUSEKEEPING/MAINTENANCE</b></p> <p>Perform periodic cleanliness checks of restrooms and offices, and perform housekeeping duties as needed. Support Maintenance team by cleaning up trash, landscaping, and painting throughout the park, as required. Inspect and report on completed work for quality control and conformance to established standards. Research and procure supplies, as needed.</p>
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Work will be performed both indoors in an office environment sitting at a computer workstation, and also outside in the park in all types of weather conditions. Must be able to lift 30 pounds.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver’s license is required. Must adhere to State Park uniform standards.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>